



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Personnel Program Analyst
WORKING TITLE: Training Officer
SALARY: \$3917 - \$4759
TENURE/TIME BASE: Permanent /Full Time

FINAL FILING DATE: April 30, 2001 – or until filled

DUTIES:

Under the direct supervision of the Chief, Training Services Section, the position is responsible for performing professional duties and analytical work at the full journey level related to the operation of the State Training Center. Duties emphasize working with a professional team to acquire and schedule training contractors and to provide customer service to State agencies. Duties will include: establish and maintain effective relationships with training officers; counsel and mentor training officers to provide information, guidance, resources, or training services to meet their needs; write and edit course descriptions; review course objectives and course materials for quality, appropriateness, and effectiveness; effectively market training services to government agencies; evaluate proposals according to established criteria; audit and evaluate contractor performance and provide oversight, feedback, and guidance to STC trainers to meet program objectives; review and approve invoices and travel claims for contractor services; assess resource requests to support cost-effective training service delivery; coordinate training delivery schedules to meet the needs of multiple stakeholders; and provide supportive analytical work for budget change proposals.

DESIRABLE QUALIFICATIONS: Interested individuals should possess the following:

- Strong analytical and critical thinking skills
- Experience in training and development, from program concept to implementation and evaluation
- Excellent planning, coordination, organization and innovative problem solving skills
- Demonstrated ability to work with staff from all levels of government, consultants, contractors, and to work collaboratively with multiple and diverse stakeholders
- Demonstrated excellence in written and oral communication
- Demonstrated ability to provide memorable customer service
- Demonstrated ability to work independently and in teams with excellent interpersonal skills
- Knowledge of State administrative processes and State training regulations and requirements
- Ability to effectively use the internet as a resource for program research
- Ability to effectively use Microsoft Word and Microsoft Excel

WHO MAY APPLY: Applicants must currently be at the level of Personnel Program Analyst (e.g., Associate Governmental Program Analyst, Training Officer I, or equivalent), have transfer ability to this class, or be on an active eligible list. Only the most qualified candidates will be considered for this position based upon a review of the applications received.

SUBMIT APPLICATIONS/RESUMES TO:

Department of Personnel Administration, Training and Continuous Improvement Division, 1515 S Street, North Building, Suite 108, Sacramento, CA 95814; (916) 445-5121 **ATTENTION: Rosemarie Solis**

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION